

WINCHESTER PARKING AUTHORITY
July 23, 2020

MEMBERS PRESENT: Dick Helm, Howard Manheimer & William Armstrong

MEMBERS ABSENT: Mike Miller

OTHERS PRESENT: Corey MacKnight & Teresa Couch

I. CALL TO ORDER

Chairman Helm called the meeting to order at 7:31 am at which time it was determined that a quorum was present.

II. RESOLUTION OF FY 2021 WPA MEETING SCHEDULE

The proposed meeting schedule dates for FY 2021 was presented to the Authority for their review. On a motion duly made by Armstrong and seconded by Manheimer, the Authority approved the resolution of scheduled WPA meeting dates for FY 2021.

III. REVIEW OF FEBRUARY 2020 MEETING MINUTES

The minutes for February 2020 were submitted by Chairman Helm and, without objection, were unanimously approved.

IV. PARKING DIVISION MANAGER'S REPORT

Macknight reported the following:

- WPA experienced a revenue loss of approximately \$250,000 due to the COVID 19 pandemic. Fortunately this event occurred during the latter half of the fiscal year and did not detrimentally effect overall WPA operations or maintenance of its facilities.
- Overall garage maintenance had continued on. Items addressed were the painting of the parking space lines and curbs inside of the garages and the placement of "No Loitering" signage on the roof of GW Autopark.
- One of the WPA staff members father had sadly passed away. The employee will be absent from work for bereavement.
- There were no primary incidents of building repairs to report. Braddock Autopark experienced a minor incident whereas part of the operations equipment's timekeeping accuracy had errored. The Braddock Autopark 7800 walk up paystation was not affected. The issue was resolved.
- The credit card software certificates for the WPA paystation equipment was due a renewal. Whitaker Parking Systems conducted the software certificate upgrade at a cost of approximately \$1,700.
- WPA had acquired enough revenue surplus to meet its bond payment obligations without having to request assistance.

- The meter enforcement officers have returned to their normal working schedules. WPA received a few complaints when enforcement operations returned to normal but the complaints have since subsided.
- The budget report for FY 2020 reflected that WPA had spent approximately 60% of its budget revenues. These expenditures mainly consisted of expenses from WPA administration and enforcement costs. FY 2020 ended with a surplus revenue of \$245,000. The FY 2020 surplus revenue was redirected into WPA reserves for FY 2021. WPA now has a total of \$1,030,000 of revenue in its reserves for FY 2021.

Manheimer questioned when WPA ceased issuance of meter enforcement violations due to the pandemic. MacKnight replied that non – enforcement occurred over the months of April and May and resumed the beginning of June. Armstrong noted that during the first week of returning to normal meter enforcement operations, warning citations were issued in place of actual citations to allow for public readjustments.

Helm asked MacKnight if WPA had experienced any impacts to its staffing due to the COVID 19 pandemic. MacKnight replied that no staffing impacts occurred during this time. MacKnight added that staffing did work alternate days for approximately 4 months in order to practice recommended social distancing measures but has since returned to normal scheduling.

V. REVENUE / BUDGET REPORT FOR FEBRUARY THRU JUNE 2020 (Quarterly reports for March and June included)

The grand revenue total for February 2020 was \$126,387, an increase of \$14,783 or 13% in comparison to February 2019. Total hourly revenue for February 2020 was \$29,190, an increase of \$2,314 or 9% in comparison to February 2019. Rent revenue for February 2020 was \$58,385, an increase of \$4,857 or 9% in comparison to February 2019. Total meters, fines and Parkmobile revenues for February 2020 was \$38,241, an increase of \$7,841 or 26% in comparison to February 2019. Miscellaneous revenue for February 2020 was \$9 due to meter bag fees collected. Validation coupon revenue for February 2020 was \$562. Total hourly parking tickets for February 2020 was 11,961 displaying an increase of 77 tickets in comparison to the previous month. At the end of February 2020, there were 1,171 spaces or 83% total utilization of spaces being rented at all four parking garages with a total of 241 spaces available for rent. Garage breakdown of available spaces for rent were as follows: Loudoun Autopark equaled 95 spaces, Braddock Autopark equaled 9 spaces, Court Square Autopark equaled 60 spaces and GW Autopark equaled 77 spaces. At the end of February 2020 the total revenue for FY 2020 was \$1,051,624, an increase to 7% in comparison to the previous fiscal year. The total number of Parkmobile transactions for February 2020 was 3,528, a decrease of 97 transactions from the previous month.

The grand revenue total for March 2020 was \$92,344, a decrease of \$23,405 or -20% in comparison to March 2019. Total hourly revenue for March 2020 was \$17,611, a decrease of \$10,050 or -36% in comparison to March 2019. Rent revenue for March 2020 was \$42,370, a decrease of \$2,656 or -6% in comparison to March 2019. Total meters, fines and Parkmobile revenues for March 2020 was

\$30,547, a decrease of \$11,547 or -27% in comparison to March 2019.

Miscellaneous revenue for March 2020 was \$468 due to meter bag fees and Braddock Autopark gate arm restitution fees collected. Validation coupon revenue for March 2020 was \$1,348 due to coupon purchases made by Frederick County, City of Winchester School Board and City of Winchester Utilities Department for their North Cameron Drainage Project. Total hourly parking tickets for March 2020 was 8,142 displaying a decrease of 3,819 tickets in comparison to the previous month. At the end of March 2020, there were 1,139 spaces or 81% total utilization of spaces being rented at all four parking garages with a total of 273 spaces available for rent. Garage breakdown of available spaces for rent were as follows: Loudoun Autopark equaled 107 spaces, Braddock Autopark equaled 39 spaces, Court Square Autopark equaled 50 spaces and GW Autopark equaled 77 spaces. At the end of March 2020 the total revenue for FY 2020 was \$1,143,968, a decrease to 4% in comparison to the previous fiscal year. The total number of Parkmobile transactions for March 2020 was 2,245, a decrease of 1,283 transactions from the previous month.

The total revenue for the third quarter of 2020 was \$349,640, a decrease of \$8,013 or -2% in comparison to the third quarter of 2019. Total meter and fine revenue for the third quarter of 2020 was \$99,496, a decrease of \$6,511 or -6% in comparison to the third quarter of 2019. Total hourly revenue for the third quarter of 2020 was \$70,781, a decrease of \$15,371 or -18% in comparison to the third quarter of 2019. Total rent revenue for the third quarter of 2020 was \$176,125, an increase of \$12,899 or 8% in comparison to the third quarter of 2019. Miscellaneous revenue for the third quarter of 2020 was \$518, a decrease of \$350 or -40% in comparison to the third quarter of 2019. Total validation coupon revenue for the third quarter of 2020 was \$2,720, an increase of \$1,320 or 94% in comparison to the third quarter of 2019.

The grand revenue total for April 2020 was \$75,318, a decrease of \$81,654 or -52% in comparison to April 2019. Total hourly revenue for April 2020 was \$2,387, a decrease of \$43,373 or -95% in comparison to April 2019. Rent revenue for April 2020 was \$62,680, a decrease of \$7,083 or -10% in comparison to April 2019. Total meters, fines and Parkmobile revenues for April 2020 was \$10,216, a decrease of \$30,242 or -75% in comparison to April 2019. There was no miscellaneous revenue to report for April 2020. Validation coupon revenue for April 2020 was \$35. Total hourly parking tickets for April 2020 was 763 displaying a decrease of 7,379 tickets in comparison to the previous month. At the end of April 2020, there were 1,125 spaces or 80% total utilization of spaces being rented at all four parking garages with a total of 287 spaces available for rent. Garage breakdown of available spaces for rent were as follows: Loudoun Autopark equaled 121 spaces, Braddock Autopark equaled 38 spaces, Court Square Autopark equaled 50 spaces and GW Autopark equaled 78 spaces. At the end of April 2020 the total revenue for FY 2020 was \$1,219,286, a decrease to -3% in comparison to the previous fiscal year. The total number of Parkmobile transactions for April 2020 was 221, a decrease of 2,024 transactions from the previous month.

The grand revenue total for May 2020 was \$45,360, a decrease of \$94,341 or -68% in comparison to May 2019. Total hourly revenue for May 2020 was \$3,990, a decrease of \$53,512 or -93% in comparison to May 2019. Rent revenue for May 2020 was \$38,720, a decrease of \$5,424 or -12% in comparison to May 2019. Total

meters, fines and Parkmobile revenues for May 2020 was \$2,650, a decrease of \$35,364 or -93% in comparison to May 2019. There was no miscellaneous revenue to report for May 2020. There was no validation coupon revenue to report for May 2020. Total hourly parking tickets for May 2020 was 1,890 displaying an increase of 1,127 tickets in comparison to the previous month. At the end of May 2020, there were 1,098 spaces or 78% total utilization of spaces being rented at all four parking garages with a total of 314 spaces available for rent. Garage breakdown of available spaces for rent were as follows: Loudoun Autopark equaled 126 spaces, Braddock Autopark equaled 36 spaces, Court Square Autopark equaled 75 spaces and GW Autopark equaled 77 spaces. At the end of May 2020 the total revenue for FY 2020 was \$1,264,646, a decrease to -9% in comparison to the previous fiscal year. The total number of Parkmobile transactions for May 2020 was 592, an increase of 371 transactions from the previous month.

The grand revenue total for June 2020 was \$83,574 a decrease of \$46,752 or -36% in comparison to June 2019. Total hourly revenue for June 2020 was \$17,720, a decrease of \$19,757 or -53% in comparison to June 2019. Rent revenue for June 2020 was \$44,845, a decrease of \$3,339 or -7% in comparison to June 2019. Total meters, fines and Parkmobile revenues for June 2020 was \$20,848, a decrease of \$22,792 or -52% in comparison to June 2019. Miscellaneous revenue for June 2020 was \$161 due to meter bag fees and Braddock Autopark gate restitution fees collected. There was no validation coupon revenue to report for June 2020. Total hourly parking tickets for June 2020 was 8,185 displaying an increase of 6,295 tickets in comparison to the previous month. At the end of June 2020, there were 1,099 spaces or 78% total utilization of spaces being rented at all four parking garages with a total of 313 spaces available for rent. Garage breakdown of available spaces for rent were as follows: Loudoun Autopark equaled 127 spaces, Braddock Autopark equaled 33 spaces, Court Square Autopark equaled 74 spaces and GW Autopark equaled 79 spaces. At the end of June 2020 the total revenue for FY 2020 was \$1,348,220, a decrease to -11% in comparison to the previous fiscal year. The total number of Parkmobile transactions for June 2020 was 2,223, an increase of 1,631 transactions from the previous month.

The total revenue for the fourth quarter of 2020 was \$204,252, a decrease of \$222,747 or -52% in comparison to the fourth quarter of 2019. Total meter and fine revenue for the fourth quarter of 2020 was \$33,714, a decrease of \$88,398 or -72% in comparison to the fourth quarter of 2019. Total hourly revenue for the fourth quarter of 2020 was \$24,097, a decrease of \$113,477 or -82% in comparison to the fourth quarter of 2019. Total rent revenue for the fourth quarter of 2020 was \$146,245, a decrease of \$15,846 or -10% in comparison to the fourth quarter of 2019. Miscellaneous revenue for the fourth quarter of 2020 was \$161, a decrease of \$495 or -75% in comparison to the fourth quarter of 2019. Total validation coupon revenue for the fourth quarter of 2020 was \$35, a decrease of \$1,366 or -98% in comparison to the fourth quarter of 2019.

Helm noted that WPA experienced noteworthy revenue losses due to the pandemic and the cancellation of the Shenandoah Apple Blossom Festival. Manheimer questioned how meter revenues materialized since meter enforcement was suspended for a period of time due to COVID 19. MacKnight explained that fine collections for prior violations continued to occur during the suspended time period.

Helm noted that FY 2020 ended with a deficit of -11% in revenues, however, WPA managed to obtain revenue reserves during this financial crisis period. Helm added that an 11% revenue deficit can occur at any time given unforeseen circumstances. Armstrong noted that revenues still maintained an overall higher percentage rate in comparison to the last few years. Manheimer noted that revenues survived well despite the shutdowns that occurred during the pandemic.

VI. OLD BUSINESS

1. Hables Lot Update

MacKnight informed the Authority that he has not spoken with the property owner of the Hables Lot for many months. Armstrong noted that it could be presumed the property owner is satisfied with the monthly payments received from WPA for use of the lot. MacKnight stated that WPA is making scheduled monthly payments for use of the Hable Lot based upon the previous lease. Manheimer asked MacKnight if the payments are administered on a month to month basis to which MacKnight replied yes.

2. RFP for Automated Equipment Replacement Update

MacKnight informed the Authority that after meeting with vendors who submitted RFP for the automated equipment replacement, WPA had decided to submit the intent to award contract to Designa. MacKnight noted that the City Finance Department had imposed a temporary hold on all capital improvement projects due to the pandemic outbreak. During this time period, WPA continued communications with Designa and will present intent to award contract with the company soon. MacKnight stated that once the intent to award is issued, there is a 10 day grace period in which the competing vendors can protest the decision. MacKnight stated that the cost of the automated equipment replacement project with Designa as the contractor will be approximately \$465,000. MacKnight added that he has scheduled a meeting with the vendor who will be conducting the concrete work that is necessary for the additional walk up paystations to be installed at each of the garages. MacKnight highlighted the following operational features that are included in the equipment upgrade project:

- The addition of walk up paystations at all four garages.
- AVI windshield tags for monthly rental vehicles that allow for entrances and exiting of the garages without the use of access cards. The monthly customer will be able to pull up and activate the gate without having to stop and scan a card at a reader. A downloadable QR code can be obtained in addition to the AVI tag for monthly parking as well. The tags will cost \$8 each and WPA will be receiving 1,500 AVI tags to start. MacKnight noted that the Authority will need to address how fees for the tags will be administered.
- Monthly parking anti-passback feature will be initiated to eliminate multiple vehicle parking abuses. This feature will allow one entry and one exit consecutively at a time for registered monthly vehicles.
- The equipment will have the ability to charge event fees for parking upon vehicle entry. This will allow for smooth traffic flow when exiting garages during high occupancy events.

- Parking validation program will be an internet based process. Business customer accounts will be created online with a credit/debit balance. It would be the accountholder's responsibility to issue validated parking discounts to their customers via the registered online account. Validation coupon tickets will still remain an option for special one - time events such as weddings, etc. The coupons can be printed from the paystations. Manheimer asked if customers would receive a ticket for payment upon entry to park in the garages to which MacKnight replied yes. MacKnight added this will ease traffic flow when customers exit simultaneously after the event.

Manheimer expressed concerns with the minimal input the Authority was able to contribute in the vendor selection process due to meeting cancellations because of the pandemic. MacKnight assured the Authority that he adequately vetted all competing vendors and it was his recommendation to choose Designa for the automated equipment upgrade. Armstrong asked if Designa submitted the lowest bid for the contract to which MacKnight replied yes. MacKnight explained that pricing of the equipment and installations between vendors depended upon what operational features was available and chosen. MacKnight added that Designa submitted the best price proposal for the needs of WPA. Armstrong asked if \$465,000 was the final pricing bid submitted by Designa to which MacKnight replied yes. Helm noted that this was a fair price for the equipment upgrade.

Manheimer asked how soon Designa would be able to begin the project. MacKnight replied that the entire process should take approximately 10 weeks to complete adding that the project completion should occur by Christmas of this year. Helm questioned if this project should begin before the holiday season due to the potential for possible equipment malfunctions, installation problems and the overall learning processes associated with equipment and operation upgrades. MacKnight expressed confidence with the vendor and the automated equipment performance adding that he did not feel any real concerns with beginning the project as soon as possible. MacKnight added that it may be possible scheduling conflicts could cause the project to be delayed until after the first of the year.

Manheimer again expressed dissatisfaction with the lack of Authority involvement in the overall vendor selection process. Manheimer stated that in his opinion, the Authority should have received documentation on pricing and equipment features offered by each vendor for review and discussion. Manheimer added that he believed the Authority should have had direct involvement in the entire process and final decision for vendor selection. MacKnight reminded the Authority that each member was invited to participate in the vendor grading process when the RFP bids were received. MacKnight added that the Authority was also invited to each vendor presentation given to WPA. MacKnight explained that he never received a response from Authority members concerning both invitations therefore; he chose to proceed forward with the process. Manheimer stated that he was confident in MacKnight's abilities with making decisions in the best interest for WPA but would have liked to see active involvement with the Authority's inclusion in this process. Helm asked Manheimer to specify his concern. Manheimer stated that the Authority should have reviewed pricing and equipment comparisons as well as having engaged discussions on the attributes that made one vendor a better choice over another. Armstrong noted that the Authority chose to rely on MacKnight to make informed

decisions concerning the pricing and equipment for this project. Armstrong added that the Authority as a whole does not fully understand the equipment operations but does understand expenditures. MacKnight stated that he fully understood the concerns being presented and noted that while pricing is a factor in the decision process, technological options played a large part in the decision process as well. MacKnight assured that he would compile all the information and scoring sheets used in the decision process and provide it to the Authority as soon as possible.

Helm asked MacKnight if he would provide insight as to why he believed Designa was the right choice. MacKnight noted the following:

- Many machines that the competing vendors offered did not accept cash transactions.
- WPA operations would function on a cloud based service.
- Designa was the only vendor to offer equipment that allowed for payment upon entry.
- Designa provided a professional and thorough presentation that was stellar in comparison to the other vendor presentations. Designa was attentive to WPA questions and concerns.

Helm asked MacKnight to elaborate based upon contrasting options between vendors, a comparison of the final two bids as to what options were offered but WPA could not obtain. MacKnight stated that all vendors offered license plate reader technology however, WPA garages did not have enough distancing space between the entrance and reader placement to capture the license plate number. This technology will not work with WPA garages design. Manheimer asked if the monthly rental customer AVI tags would function similarly to license plate reader technology. MacKnight replied that the two technologies are very similar and WPA is satisfied with the AVI tag option. Helm asked MacKnight to express what options he liked with the focus on flexibility between the final two vendor bids. MacKnight replied that the parking equipment will function with a cloud based service, a feature that WPA does not currently possess. MacKnight added that Designa was the only company that offered equipment to allow for payment upon entry. Armstrong inquired about the pricing of the cloud based service technology. MacKnight replied the cloud service would cost approximately \$1,100 per month. Manheimer asked if WPA would be able to manipulate the server such as conducting parking fee changes to which MacKnight replied yes, WPA would be able to work within the server and the company will only provide cloud server maintenance.

Helm asked MacKnight to explain the parking validation process. MacKnight replied that the validation program would consist of an account setup with the business or individual customer to where the customer would have the ability to add funds for their customer's parking fees. The validation program customer would then be able to grant parking fee discounts at their own discretion via a downloadable software application. Armstrong asked how individuals would be able to purchase validated parking for one-time events such as weddings, business conferences, etc. MacKnight explained that validation coupon chaser tickets would be produced thru the paystation equipment. The customer can place an order with WPA, staff would print out the chaser tickets to fill the order and the customer would need to come to the WPA office for pick up and payment. MacKnight added that WPA does not wish

to enter into any type of billing process for validation purchases. MacKnight added that touchless technology is included in the equipment upgrade that will allow for transient and rental customers to wave a QR code from their smart phone to gain access into the garages. Helm asked that MacKnight inquire with the vendor of other possible options for validated parking. MacKnight replied that this type of validation program was the only option provided. MacKnight added that access cards could be purchased and distributed to businesses that would like to offer their customers validated parking but did not recommend this action be taken. MacKnight stated he had spoken with the GW Hotel about a program such as this and the hotel was not interested in participation.

Manheimer expressed that it was unfortunate that COVID 19 prevented the Authority from conducting its regular meetings to keep abreast of the RFP process and thus recommended that the Authority table any decisions to proceed with Designa until proper documentation can be available for Authority review. Armstrong cautioned that a 10 week time frame is necessary for the installation of equipment and subsequent transition of parking operations. Helm suggested that it may be in the best interest for WPA to postpone the equipment upgrade until January 2021. MacKnight stated that postponement is acceptable however, WPA is concerned with the condition of its current outdated equipment and the risks of operation failure that could result in potential expensive repairs. Armstrong questioned that if a one month delay in the approval process occurred, would WPA be able to have the new equipment fully installed and functional by the beginning of the holiday season. Helm noted the intent to award should secure the contract with Designa for 30 days. Helm added that if timing would allow, the Authority will address this matter at its next meeting however; if time does not allow for this, the Authority will schedule a special meeting in order to secure the contract with Designa. Manheimer questioned if the intent to award would definitively bind the Authority in any capacity to a contract with Designa to which Helm replied that it should not commit WPA to a definitive contract at this time.

On motion duly made by Manheimer and seconded by Armstrong, the Authority approved for WPA to issue the intent to award the automated equipment upgrade contract to the vendor Designa.

VII. NEW BUSINESS

No items were presented for discussion.

VIII. OTHER ITEMS FOR DISCUSSION

No items were presented for discussion.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:22 am. The next meeting of the Winchester Parking Authority is scheduled for Thursday August 27, 2020 at 7:30 a.m. in the Conference Room at the Winchester Parking Authority Main Office located in the George Washington Autopark.

Respectfully submitted,
Teresa Couch
Office Assistant

Minutes Approved: _____